

# Training and Supervision Plan

For PhD researchers

The Training and Supervision Plan (TSP) is a tool, which you can use to discuss and improve your performance during your PhD process. It may also be used to set clear expectations and make satisfying agreements with your supervisor(s) about the needed training and supervision during the PhD program.

It needs to be discussed, reviewed and documented yearly during meetings with your PhD supervisor (e.g., during R&D interviews) and meetings with the Graduate School.

Your TSP is part of your registration as a PhD researcher with the Tilburg University Doctorate Board. If you are a university employee, you are required to upload the TSP in Hora Finita within 6 months after the start of your contract. PhD researchers who do not have an employment contract should upload a TSP within a year after they started the PhD program.

The TSP needs to be approved by your supervisor and the Director Graduate School. This is done in Hora Finita, the PhD tracking system. You can upload and download your TSP yourself in Hora Finita.

# Personal details

First & Last Name PhD researcher:

Start date PhD program<sup>1</sup>:

Previous Education

Expected date/year of Defense:

Graduate School:

Date and version:

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<sup>1</sup> For PhD researchers with an employment contract at Tilburg University, please indicate the start date of the contract.

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# Supervision

Supervision during your PhD program is a crucial part of your success as a PhD researcher. To ensure that you will get the most out of this learning experience, we urge you to discuss with your supervisor what your expectations are concerning your supervision. What would you like to learn from your supervisor(s)?

## Supervision team<sup>2</sup>:

Name + titles (co-)supervisors	Frequency, type, and length of feedback moments per month <sup>3</sup>	Specification roles (co-)supervisors

How often do you meet up with all your (co-)supervisors at the same time?

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<sup>2</sup> At least 2 supervisors, maximum 3 supervisors

<sup>3</sup> An indication of the amount of supervision time a fulltime PhD researcher should receive lies between 40-80 hours per year.



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**Planning:**

**Employment (FTE) (employee PhD researchers)**

**Number of hours to spend on the PhD trajectory (other PhD researchers)**

During the PhD program, there will be several monitoring and evaluation moments with your supervisor. Please note that your go/no go meeting should be held no later than 2 years after your start date. Please indicate below what your global yearly planning is:

Year	Tasks	Results

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### Research facilities:

Which agreements have been made about the facilities you need during your PhD program?

### Feedback moments:

Please mention here **per** chapter/part of your thesis whether you will discuss, review, or present your work with peers (other than your supervisors) or when you have done this in the last year<sup>4</sup>:

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Year	Chapter/part of thesis	Peer review

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<sup>4</sup> The final assessment criteria for the thesis are included in article 7.2 of the [Tilburg University PhD regulations](#).

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# Training & Personal Development

## Knowledge & Skills

Discuss with your (co-)supervisors what knowledge and which skills are needed to complete your PhD program successfully. You can use a self-assessment tool like the <https://phdcompetencemodel.nl/> or the Research Development Statement from [Vitae](#) to help you in your further development, to identify necessary competences, and to recognize acquired competences. Describe the outcome of this discussion here:

How will you develop your knowledge and skills? You can consider taking courses, doing self-study, taking part in congresses, colloquia, and networks:

## Training program

The University will offer you a wide range of courses and training opportunities, which are voluntary and free of charge.

Which courses and other educational activities do you intend to participate in in the following years in the categories mentioned below? *(if applicable)*

General theme	Development activities	Year/Planning
Research skills and knowledge <sup>5</sup>	Online training Research Integrity <sup>6</sup> Face-to-face training research integrity <sup>7</sup>	
Personal Effectiveness <sup>8</sup>		
Lecturing skills and knowledge <sup>9</sup>		
Professional Development <sup>10</sup>		
Impact <sup>11</sup>		

<sup>5</sup> Enhancing your knowledge, intellectual abilities, and techniques to do research.

<sup>6</sup> For (internal and external) PhD researchers who started as of academic year 2020-2021 the online training is mandatory and the test needs to be successfully completed in the first year.

<sup>7</sup> For (internal and external) PhD researchers who started as of academic year 2021-2022 the face-to-face training is mandatory. The training is taken after the online training is completed and needs to be completed by the end of the second year.

<sup>8</sup> Identifying the skills you need to set life goals, which can enhance your employability prospects, raise your confidence, and lead to a more fulfilling, higher quality of life.

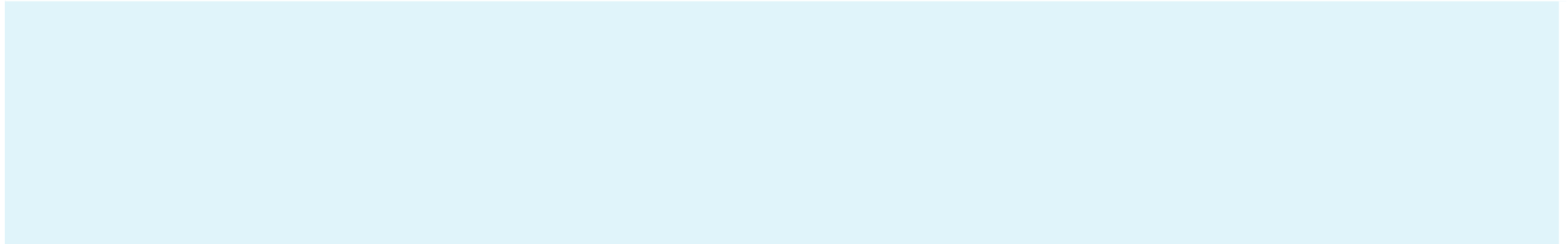
<sup>9</sup> What can you do to become a better lecturer?

<sup>10</sup> How do you prepare yourself for the labor market?

<sup>11</sup> What skills/knowledge do you need to make an impact on society with your research?

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**Agreements about the costs of courses (in case of external PhD researchers)**



**Agreements about possible travel and accommodation costs (in case of external PhD researchers)**

